

HEALTH BENEFITS E-NEWS

Department of Human Resource
Management
Office of Health Benefits

October 10, 2018

Affordable Care Act (ACA) Reporting Update and Deadlines for Calendar Year 2018

DHRM relies on the information provided by you and stored in the Benefits Eligibility System (BES) to file required reports that comply with the ACA employer mandate to report health care coverage offered to eligible participants and dependents. Important deadlines are approaching for the 2018 ACA Reporting. This is the first communication of several you will receive prior to each deadline.

Deadline 1: First BES ACA Reconciliation Due By October 31, 2018

The first BES ACA Reconciliation Report includes records associated with your group for the period January – October. It is important that this report be reviewed and reconciled by **October 31, 2018**. It is in your HuRMan folder now. Follow the instructions below:

- When you review the report, make sure it reflects an accurate FEIN, SSN, Class Code and Offer Code for each participant associated with your group during the calendar year 2018. Remember, all participants need to have a record showing they were waived or enrolled in non-Medicare coverage offered by your group. ACA reporting does not include months in which a participant is enrolled in a Medicare plan.
- You will find the [BES ACA Reconciliation Report Codes and Samples](#) document helpful in understanding the codes used on this report.
- When you find a record is not accurate or missing from the report, submit the [ACA Reconciliation Form](#) so BES can be updated. Mark the form CHANGE to correct a record or ADDITION to add a record.

Deadline 2: Second BES ACA Reconciliation Due By December 15, 2018

The second BES ACA Reconciliation Report will include records associated with your group for the period January – December. It will include changes or additions submitted from the first ACA reconciliation. A communication when this report is available will be sent prior to the deadline.

Deadline 3: On-line ACA Certification Due by January 4, 2019

The annual, on-line ACA Certification will be available in December. Exact dates will be announced in a future communication. This certification requires that you verify employer information and enter the number of full-time employees by FEIN for each month of 2018 using the ACA definitions published by IRS. You may use this link for IRS guidance:

<https://www.irs.gov/affordable-care-act/employers/determining-if-an-employer-is-an-applicable-large-employer>.

Reports are available throughout the year to help you manage the information in BES.

- BES Enrollment Reports: Available on the 3rd, 10th, 17th and 24th of each month
One report shows participants and the other shows corresponding covered dependents entered in BES for your group.

The reports posted on the 3rd, 10th, and 17th show records effective the first of that month. The report posted on the 24th shows records effective the first of the next month. For example, the reports posted on September 3rd, 10th, and 17th show records effective September 1 and the report posted on September 24th shows records effective October 1.

- BES Exception Report: Available on the 3rd of each month
This report shows discrepancies found in BES that need attention.

For example, records with system-generated social security numbers (SSNs) that require follow-up are on this report. A Numbered Memo dated September 14, 2015 provides information on documenting your attempts to collect a valid SSN or Taxpayer Identification Number (TIN).

Thank you for your attention and assistance in this major ACA reporting requirement. If you have questions, please contact ohb@dhrm.virginia.gov.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov